

Report for Week Ending 4 June 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- ✓ (1) Completed 27 actions requiring the printing of 152,050 copies or sets of blank forms. This represents a decrease of 4950 copies or sets compared to last week.
- ✓ (2) Two new and two revised forms were approved.

FOIAb3b1

✓ (3)



- 25X1A9a ✓ (4) Assisted Mr. [REDACTED] OP in the final development of a revised Fitness Report, Form 45. Arranged for 100 copies to be printed on a crash basis for use in a Personnel Officers Conference at [REDACTED] next Monday.

25X1A6a

- (5) Arranged for Capt. [REDACTED] AFSSO, to inspect the Document Control System and Equipment maintained by PSD/OL at [REDACTED]

25X1A6a

25X1A9a

b. Intangible

- (1) Five speciality type forms to be used in the Procurement Division, O/L are presently in the Comptroller General's Office for coordination and approval. These forms are expected back shortly. When received, detailed specifications will be prepared.

2. Assignments

a. Active

- ✓ (1) To date 32 forms have been developed and printed in connection with the Forms Survey being conducted in the Printing Services Division, O/L. One of the more important forms to be revised for the Printing Services Division is the "Printing Services Requisition", Form No. 70.
- (2) The Identification and Cataloging Branch, SD/OL, is presently reviewing, through Mrs. [REDACTED] all FMB control cards to determine which forms may be used Overseas and in Headquarters. The data gathered in this respect will be incorporated in the Headquarters and Field Supply Catalog to be published shortly.

25X1A9a

~~CONFIDENTIAL~~
Sanitized - Approved For Release :
CIA-RDP70-00211R000200180017-1

- (3) Eleven new and fifteen revised forms are pending.
- (4) Eight Employee Suggestions are being evaluated.



25X1A9a

Sanitized - Approved For Release :
CIA-RDP70-00211R000200180017-1